DEPARTMENT OF THE AIR FORCE

ILLINOIS WING, CIVIL AIR PATROL

U.S. AIR FORCE AUXILIARY

EFFECTIVE DATE
14 JUN 2026

ILLINOIS WING OPERATING INSTRUCTION 60-3

CAP EMERGENCY SERVICES TRAINING AND OPERATIONAL MISSIONS — ILLINOIS WING SUPPLEMENT

Effective Date: 14 June 2026

Supersedes: v3 (13 June 2026), and all previous versions. Incorporates §3.6 sUAS Active Mission Approval Authority per ILWG/CC direction 28 May 2026.

FIELD	VALUE
OPR	ILWG/DO (Lt Col Charles Springer)
Approving Authority	Col Alfredo Reynoso, Wing Commander
Coordination	ILWG/CD; ILWG/AMO; ILWG/SE; ILWG/DOS; ILWG/DOV
Distribution	ILWG/CC, ILWG/CD, ILWG/DO, All Group Cdrs, All Squadron Cdrs, ILWG Staff
Submitted to	GLR/DCS-Ops; NHQ/DO via Region for approval and posting on www.gocivilairpatrol.com

1. PURPOSE AND SCOPE

1.1 Purpose

This Operating Instruction (OI) supplements CAPR 60-3, CAP Emergency Services Training and Operational Missions, for application within Illinois Wing (ILWG). It establishes Wing-specific procedures, signature authorities, coordination requirements, and operational practices that implement national policy in a manner consistent with ILWG mission demands, fleet posture, and personnel structure.

This OI consolidates and codifies prior ILWG/DO directives and operating memoranda issued under the Aviation Branch Directive series (C3-01 series) and DO memorandum series. Those documents are incorporated into this OI as Appendix A and remain in effect until amended or rescinded.

This OI does not supersede or contradict CAPR 60-3, CAPR 60-1, CAPR 70-1, CAPR 70-4, CAPR 173-3, GLR Supplement 1 to CAPR 60-3 (IC1 ratings), or any other national or region-level guidance. Where conflict exists, the higher-level regulation governs.

1.2 Scope

This OI applies to all ILWG members, units, aircraft, vehicles, and equipment when:

- Conducting CAP Air Force-Assigned Missions (AFAMs)
- Conducting CAP Corporate Missions
- Conducting Emergency Services (ES) training, exercises, or qualification activities
- Conducting sUAS operations IAW CAPR 70-4
- Conducting Ground Operations IAW CAPR 60-1 and CAPR 60-3
- Performing mission planning, mission execution, mission documentation, or mission reporting in WMIRS
- Conducting pilot onboarding, training, qualification, or check rides

1.3 References

- CAPR 60-3, CAP Emergency Services Training and Operational Missions
- CAPR 60-1, CAP Flight Management
- CAPR 70-1, CAP Aviation Operations
- CAPR 70-4, sUAS Operations
- CAPR 100-1, CAP Communications
- CAPR 130-2, CAP Aircraft Maintenance
- CAPR 160-1, Operational Risk Management
- CAPR 160-2, CAP Safety Program
- CAPR 173-3, Inspection Compliance
- CAPR 174-1, Logistics
- GLR Supplement 1 to CAPR 60-3, IC1 Rating Approval Process (23 June 2025)
- ILWG Ground Operations Plan (April 2026, signed)
- ILWG sUAS Operations Plan (signed and in effect)
- ILWG Cadet Orientation Flight Operations Plan (signed and in effect)

2. RESPONSIBILITIES

2.1 Wing Commander (WC)

- Ultimate authority for all ILWG operational missions and ES training activities.
- Approves Wing-level Operating Instructions, Operations Plans, and Wing Supplements.
- Designates Wing Director of Operations and Director of Emergency Services.
- Serves as final authority on mission scope, force employment, and resource commitment.

Approves all active operational sUAS missions in writing prior to execution per §3.6.

2.2 Wing Deputy Commander (CD-ES)

- Supervises ES training and operational mission execution on behalf of the WC.
- Coordinates with NHQ/DO for funding requests, supplemental authorizations, and inspection preparation.
- Approves ES exercises and SAREXs at the Wing level.

2.3 Wing Director of Operations (DO)

- Approves all training and operational missions IAW CAPR 60-3.
- Authors and maintains all Wing Operations Plans (Ground, sUAS, Cadet O-Flight) and this OI.
- Coordinates with AMO on aircraft availability, but does not assign or reassign aircraft once a mission is approved (see para 3.4).
- Issues Aviation Branch Directives and DO Memoranda under separate cover; consolidates them into this OI as appendices.
- Owns DO-lane forward-looking operational discipline including monthly WMIRS validation, eFlight Release standards, sUAS utilization tracking, and pilot onboarding tracking.

2.4 Wing Director of Emergency Services (DOS)

- Maintains Wing alert roster IAW CAPR 60-3 para 1-7.
- Submits annual Wing Operations Training Plan to GLR via WMIRS NLT 31 July each year.
- Coordinates with Group Commanders on SAREX scheduling and mission staff training.
- Maintains Incident Commander roster and tracks IC qualification currency.

2.5 Wing Director of Standardization and Evaluation (DOV)

- Owns Form 5 check ride approval, instructor pilot oversight, and standardization across the Wing.
- Maintains the roster of qualified CAP Instructor Pilots and Check Pilots.
- Approves out-of-Wing Form 5 evaluations IAW CAPR 70-1.
- Coordinates with ILWG/DO on flight discipline issues, including release procedures and W&B compliance.
- Monitors Onboarding and Return to Flight activities for progress and budget compliance.

2.6 Wing Aircraft Maintenance Officer (AMO)

The ILWG/AMO operates under the designation and delegated authority of the Wing Commander (ILWG/CC) IAW CAPR 130-2 and CAPR 66-1. The Wing Commander retains final designation authority over all Wing aircraft, including basing assignments, NMC declarations, MX deferrals, Return-to-Service (RTS) decisions, transfers between units, and all dispositions outside routine MX

execution. The AMO executes day-to-day fleet management within that delegated authority and reports MX status decisions to the WC.

- Owns day-to-day aircraft assignment, basing, repositioning, and MX status execution across the Wing fleet, under WC delegation.
- Approves aircraft swaps and substitutions on approved missions (DO does not re-route aircraft requests).
- Routes the following decisions to the Wing Commander for final designation: (a) NMC declarations exceeding 14 days, (b) RTS authorization following major MX events, (c) inter-wing and region aircraft transfers, (d) high-time airframe rotation between bases, and (e) any aircraft disposition outside routine MX.
- Designates the Pilot in Command (PIC) for all MX repositioning, post-MX functional check flights (FCFs), test flights, and ferry flights. These are AMO-assigned sorties; pilots do not self-assign MX flight hours.
- Validates all MX-coded sortie hours (mission symbols A9, B12, C-series MX, ferry/repositioning) in WMIRS against the AMO MX log monthly. Discrepancies are reported to ILWG/DO and ILWG/CC.
- Maintains AMRAD entries IAW CAPR 130-2 para 7.5; conducts monthly AIF currency checks IAW GLR MX Process Action Plan.
- Provides quarterly fleet status reports to ILWG/CC, ILWG/DO, and Wing Deputy Cdr (15 Apr / 15 Jul / 15 Oct / 15 Jan).

2.7 Wing Safety Officer (SE)

- Direct report to the Wing Commander on all safety matters IAW CAPR 160-2.
- Reviews all Wing Operations Plans prior to WC signature; provides safety review of training and operational missions.
- Receives mishap and incident reports within 24 hours; coordinates SSO follow-up.
- Reviews Risk Assessment Worksheets (RAW) for sUAS operations IAW CAPR 70-4 para 9.10.1.

2.8 Group and Squadron Commanders

- Execute training and operational missions within their assigned area of responsibility.
- Submit Group 30-60-90 day operational outlooks to ILWG/DO not later than the last day of each calendar month.
- Ensure subordinate units maintain ES qualification currency in Ops Quals.
- Submit aircraft requests through standard Wing channels (Squadron CC → AMO + DO).
- Forward new pilot onboarding information to ILWG/DO IAW Appendix A.1.

3. MISSION APPROVAL AUTHORITY

3.1 Standard Approval Chain

ILWG approves operational and training missions through the following chain. All approvals are documented in writing (email is acceptable) and recorded against the WMIRS mission record.

MISSION TYPE	PRIMARY APPROVAL	SECONDARY (AC)
Training (A5)	ILWG/DO	ILWG/AMO (aircraft)
AFAM SAR/DR	ILWG/DO + ILWG/CD-ES	ILWG/AMO (aircraft)

MISSION TYPE	PRIMARY APPROVAL	SECONDARY (AC)
Cadet Orientation Flights (A15)	ILWG/DO	ILWG/AMO (aircraft)
Form 5 Check Rides	ILWG/DOV	ILWG/AMO (aircraft)
Aircraft MX (A9) — routine	ILWG/AMO (WC delegation)	ILWG/DO (notification)
Aircraft MX — NMC >14 days / RTS / Transfer	ILWG/CC (final designation)	ILWG/AMO recommends; ILWG/DO informed
sUAS Operations	ILWG/DO + Asst DO sUAS	ILWG/SE (RAW review)
Ground Operations	ILWG/DO + ILWG/CD-ES	ILWG/SE (Site Safety Plan if required)
C911 Imminently Serious	ILWG/CC (or designee)	ILWG/DO; ILWG/CD-ES

3.2 Time-Sensitive Approval

For missions requiring approval inside 24 hours (Imminently Serious / C911, late-arriving SAR alerts, or operational responses), the following abbreviated authority chain is in effect:

- WC, CD-ES, DO, or DOS may approve in that order of precedence.
- Verbal approval is authorized; must be confirmed in writing within 24 hours.
- Mission must be loaded into WMIRS within 24 hours of approval.

3.3 Standardized Mission Status Format

All mission approvals issued by ILWG/DO will use the following standardized Mission Status block to ensure consistency across Wing communications and to support WMIRS sortie data validation:

Date: DDMMMYYYY

Mission: [Mission Type]-GLR-IL-[Unit]

Funding: [CAP/USAF | USAF | CAP | Self | Other]

Asset: [AIR-/GND-/sUAS-] [Tail or Identifier]

Pilot POC: [Rank Name]

Status: [Approved Operations | Pending AMO | Pending Funding | Cancelled | On Hold]

AMO: [Approved | Pending | Cleared | N/A]

3.4 DO / AMO / WC Authority Split

Mission approval and aircraft management operate as separate but coordinated authorities. The Wing Commander retains final designation authority over all Wing aircraft. The DO approves missions. The AMO executes fleet management under WC delegation. This separation is required to preserve operational tempo and prevent duplicate authority chains.

- ILWG/CC — Final designation authority over aircraft basing, NMC/RTS decisions, transfers, and dispositions outside routine MX (see para 2.6).
- ILWG/DO — Approves missions and pilot POCs. Does not re-approve aircraft changes on already-approved missions.
- ILWG/AMO — Executes routine aircraft assignment, swaps, substitutions, basing, and MX status under WC delegation. Recommends NMC/RTS/transfer decisions to ILWG/CC.
- Pilots and Squadron Commanders requesting aircraft swaps post-mission-approval route the request to ILWG/AMO directly (with ILWG/DO informed).
- AMO works the swap based on Wing-wide fleet utilization, MX posture, and base availability.

- If a swap requires a change to mission scope, funding source, or pilot POC, AMO will route back to ILWG/DO for re-approval.
- If an aircraft change involves NMC declaration, RTS, transfer, or disposition outside routine MX, AMO routes the recommendation to ILWG/CC for final designation.

3.5 Default Aircraft Dispatch Priority

When competing demands exist for a Wing aircraft on a given operational day, dispatch priority is assigned in the following order:

- a. Operational Missions (AFRCC / NOC / IEMA tasking; C911; AFAM SAR/DR)
- b. Cadet and AFJROTC Orientation Flights
- c. CAP Form 5 / Form 91 check rides
- d. Training Sorties (Group SAREX flying; Aircrew Training Missions)
- e. Funded Proficiency Sorties (A12)
- f. Member-funded flying

This priority order is consistent with the Winter Air Operations Plan (Appendix A.5) and governs day-to-day allocation decisions made by the AMO under WC delegation.

3.6 sUAS Active Mission Approval Authority

Training sUAS sorties (currency, qualification, proficiency, and exercise flying) shall be approved through the normal Director of Operations / Aircraft Maintenance Officer chain IAW §3.1.

Active operational sUAS missions, defined as any real-world tasking in support of CAP-USAF assigned missions, AFRCC tasking, NOC tasking, Emergency Services responses, state or local agency support requests, or any other non-training operational use, shall not be conducted without prior written approval from the Wing Commander. No exceptions.

In time-critical situations, verbal approval from the Wing Commander is authorized and must be confirmed in writing within 4 hours of execution. Mission must be loaded into WMIRS within 24 hours of approval.

The Asst DO for sUAS Operations is responsible for maintaining a running log of all active operational sUAS missions, the Wing Commander written approval reference, and execution outcome. Log retained 24 months for compliance evidence.

4. WMIRS AND MISSION DOCUMENTATION

4.1 Flight Release Standards

All ILWG flights, including training, AFAM, corporate, Form 5, Cadet Orientation, and Aircraft MX/relocation sorties, will be released through the eFlight Release function in WMIRS. Verbal flight releases are not authorized except in emergency response situations (C911), and must be documented in WMIRS within 24 hours.

Flight Release Officers (FROs) will not release flights unless the weight and balance for that flight is verified complete, all line items of the Air Sortie Briefing and Form 104 are completed (with N/A entered for non-applicable items), and the pilot, aircraft, and mission are fully legal and compliant with CAP regulations. Reference Appendix A.3.

4.2 Monthly WMIRS Validation Process

ILWG/DO (or designee) will conduct monthly validation of prior-month WMIRS aircraft utilization data NLT the 15th of each month, to ensure:

- All sorties have valid actual-cost entries within 72 hours of flight completion (CAPR 70-1 para 9.11.11.2)
- All sortie manifest data (pilot, crew, syllabus, mission symbol) is correct and complete
- Aircraft utilization percentages are validated against AMO data and corrected where discrepancies exist
- Validation results are documented in a written log retained for compliance evidence

4.3 sUAS Aircraft Utilization Reporting

All ILWG sUAS pilots and operators will submit Monthly Hour Tracking entries to the Asst DO sUAS NLT the 5th of each month for the prior month, IAW the ILWG sUAS Monthly Hour Tracking Memo. The Asst DO sUAS will consolidate and report Wing-level sUAS utilization to ILWG/DO and to NHQ via WMIRS IAW CAPR 70-4 para 9.10.5.2.

4.4 Maintenance Flight Hours and AMO-Assigned Sorties

Aircraft Maintenance flights — including post-MX functional check flights (FCFs), repositioning sorties, ferry flights to and from MX facilities, and test flights — are assigned to the ILWG/AMO by the Wing Commander as the designated executor of fleet maintenance management. These sorties are not pilot-discretionary; they are tasked, scheduled, and accounted for through the AMO under WC delegation.

- AMO designates the PIC for each MX sortie based on aircraft type currency, base location, and pilot availability. The designated PIC may not transfer or substitute the assignment without AMO approval.
- All MX sorties are loaded into WMIRS under the appropriate mission symbol (A9 for CAP-funded MX, B12 or applicable C-series for USAF-funded MX, ferry mission symbols as applicable) before the aircraft is moved.
- FROs will not release MX, FCF, or ferry flights without an AMO-issued tasking and a completed eFlight Release IAW para 4.1.
- All MX flight hours flown count against the AMO's monthly MX hour ledger and are validated against WMIRS during the para 4.2 monthly validation. Pilots may not log MX hours as proficiency, training, or discretionary time.
- Repeat MX hour discrepancies, unauthorized MX flights, or self-assigned ferry/repositioning flights will be reported by AMO to ILWG/DO and ILWG/CC. Disposition is at the WC's designation.
- Squadron Commanders are responsible for ensuring squadron pilots understand that MX, FCF, and ferry sorties require AMO tasking and may not be self-initiated under proficiency, mission orientation, or any other mission symbol.

4.5 Funding Caps

Per Wing Deputy Cdr ES guidance dated 26 April 2026, FY26 onboarding and Return-to-Flight (RTF) training is funded at:

- 2 funded sorties per pilot for standard onboarding/RTF
- 3 funded sorties per pilot for high-performance aircraft transition
- Sorties beyond the cap are self-funded by the pilot or routed to an alternate funding source by the requesting unit

4.6 Mixture Leaning Operating Limits

Per the ILWG Mixture Leaning Interim Guidance Memorandum signed by ILWG/CC on 27 October 2025 (Appendix A.6), ILWG aircraft will be operated under the following limits until NHQ issues replacement guidance:

- ILWG aircraft are not to be operated lean of peak (LOP).
- ILWG aircraft are not to be operated with cylinder head temperatures (CHTs) above 420 °F for extended periods. "Extended period" is defined as 10 minutes. This limit is relaxed only if observing it would adversely affect safety of flight.
- These limitations are not intended to compromise safe operation of the aircraft. They establish operating guard rails for normal flight.

ILWG/DOV will ensure Instructor Pilots and Check Pilots make compliance with this guidance a focal point during instruction and evaluation.

5. PILOT ONBOARDING AND TRAINING

5.1 New Pilot Onboarding Tracking

All new pilots joining an ILWG squadron are routed to the Wing Director of Operations (formerly Air Branch Operations Director) for tracking IAW Aviation Branch Directive 24-001 (Appendix A.1). Squadron Commanders submit new pilot information to ILWG/DO upon joining: Name, Rank, CAPID, Email, and Squadron.

Upon completion of MTP and appropriate CAP Pilot onboarding tasks, ILWG/DO will notify the squadron that the pilot is released from Onboarding Pilot Tracking and is cleared for normal flying operations back to the squadron.

5.2 Instructor Pilot Discipline

Only CAP Qualified Instructor Pilots are authorized to conduct training in CAP Aircraft. Non-CAP qualified FAA CFIs are not permitted to conduct training of pilots in CAP aircraft IAW CAPR 70-1 and Aviation Branch Directive 24-002 (Appendix A.2).

Pilots, Check Pilots, and Instructor Pilots will route questions on instructor pilot rules and qualifications to ILWG/DOV.

6. SEASONAL OPERATIONS

6.1 Winter Air Operations

ILWG/DO publishes a Winter Air Operations Plan annually (typically issued November/December) covering the period of slow flight operations due to inclement weather. The current Winter Air Operations Plan is incorporated as Appendix A.5.

Core elements of seasonal Winter Air Operations include:

- Aircraft utilization plan emphasizing proficiency flights, O-Flights, and Group SAR exercises
- High-time aircraft rotation to airports with low utilization rates to meet NHQ 200-hour target
- Check Pilot and Instructor Pilot focus on qualifying instrument-rated pilots
- External wing mutual aid coordinated through ILWG/CC approval
- Aircraft scheduling priority: Live Operations → Cadet O-Rides → AFJROTC O-Rides → SAR/Mission Training → Flight Instruction → A-12 AFAM Proficiency → C-12 Missions
- Annual cold weather flying briefing for all pilots covering winter hazards (icing, ramp ice, runway/taxiway conditions, frostbite, engine flooding/fire)

7. ILWG OPERATIONAL PLANS

This OI is supported by the following Wing-level Operations Plans, each authored by ILWG/DO and approved by ILWG/CC:

PLAN	STATUS	PROGRAM MANAGER	SAFETY OFFICER REVIEW
IL Wing Ground Operations Plan	Signed (4 May 2026)	TSgt Tony Reyes	Lt Col Val M. Mertens — Complete
IL Wing sUAS Operations Plan	In coordination	Lt Col Ryan Szmajda	Lt Col Val M. Mertens — Complete
IL Wing Cadet Orientation Flight Plan	In coordination	Capt Matt Thompson	Lt Col Val M. Mertens — Complete

Each Operations Plan is incorporated by reference into this OI and governs the specific functional area named. Conflicts between an Operations Plan and this OI will be resolved in favor of this OI; conflicts between this OI and a national CAPR will be resolved in favor of the CAPR.

8. SPECIAL POPULATIONS AND PROGRAMS

8.1 Cadet Participation

Use of qualified CAP cadets in ES operations is encouraged IAW CAPR 60-3 para 1-10e and the ILWG Cadet Orientation Flight Operations Plan. Cadets 18 and older who hold General Emergency Services (GES) qualification may participate in air operations. Cadets must hold appropriate SQTRs and currency in Ops Quals.

8.2 Member Tracking and Documentation

ILWG follows individual member ES qualification documentation policies. The Wing does not require duplicate paper SQTR retention once qualifications are recorded in Ops Quals. Pilot files are maintained IAW CAPR 60-1.

8.3 Safety and Risk Management

Operational Risk Management (ORM) is required for all ILWG missions IAW CAPR 160-1. The Activity Safety Officer or Mission Safety Officer will conduct Full Deliberate RM IAW CAPR 160-1 para 3.3.1.1 for all SAREXs, training missions of 8 hours or longer, and all sUAS missions. CAPF 160 Risk Analysis is required and will be retained with the mission file.

9. AMENDMENT AND APPROVAL

9.1 Amendment Process

Amendments to this OI follow the same approval and submission process as the initial publication: drafted by ILWG/DO, coordinated with ILWG/CD-ES, ILWG/AMO, ILWG/SE, ILWG/DOS, and ILWG/DOV, approved by ILWG/CC, submitted through GLR/DCS-Ops to NHQ/DO for approval, and posted on www.gocivilairpatrol.com upon approval.

9.2 Review Cycle

This OI will be reviewed annually by ILWG/DO and revalidated by ILWG/CC. Substantive amendments will be issued through the formal process; administrative corrections may be issued by ILWG/DO with WC concurrence.

9.3 Aviation Branch Directives and DO Memoranda

ILWG/DO retains authority to issue Aviation Branch Directives and DO Memoranda under separate cover for time-sensitive operational guidance, seasonal plans, or directive orders that do not require NHQ-level OI approval. Such directives will be consolidated into this OI as appendices upon next revision cycle.

10. APPROVAL

ROLE	NAME / RANK	SIGNATURE / DATE
Wing Commander	Col Alfredo R. Reynoso	Col Alfredo R. Reynoso (Jun 13, 2026 17:12:06 CDT) 06/13/26
Wing Deputy Commander (CD-ES)	Maj Gerald Wirth	Maj Gerald Wirth (Jun 12, 2026 18:54:45 CDT) 06/12/26
Director of Operations / AWESO	Lt Col Charles Springer	LtCol Charles Springer (Jun 12, 2026 08:50:55 CDT) 06/12/26
Wing DOV	Maj Joe Long	Joseph Long 06/11/26
Wing Aircraft Maintenance Officer	1Lt Pedro Cuerva	1Lt Pedro Cuerva (Jun 11, 2026 19:51:54 CDT) 06/11/26
Wing Safety Officer	Lt Col Val M. Mertens	LtCol Val Mertens (Jun 1, 2026 21:01:14 CDT) 06/01/26
Wing Director of Emergency Services	Lt Col Lawrence Hebda	Lt Col Lawrence Hebda (Jun 2, 2026 13:28:43 CDT) 06/02/26

APPENDIX A — INCORPORATED ILWG AVIATION BRANCH DIRECTIVES AND DO MEMORANDA

The following ILWG/DO directives and memoranda were issued under separate cover and are incorporated by reference into this OI. They remain in effect until amended or rescinded by ILWG/DO. Original signed copies are maintained in the ILWG/DO files.

REF	DATE	DOCUMENT	SUBJECT
A.1	02 Aug 2024	Aviation Branch Directive 24-001	New Squadron Pilot Onboarding Tracking
A.2	02 Aug 2024	Aviation Branch Directive 24-002	Training of Pilots by Non-Qualified CAP Instructor Pilots
A.3	24 Aug 2024	DO Memorandum	Aircraft Weight and Balance and Mission 104 Forms
A.4	11 Dec 2024	DO Memorandum	Winter Air Operations Plan (FY24)
A.5	22 Nov 2025	DO Memorandum	Winter Air Operations Plan (FY25 — Current)

A.1 Aviation Branch Directive 24-001 — New Squadron Pilot Onboarding Tracking (02 Aug 2024)

Effective 1 September 2024, all new pilots joining an ILWG squadron are routed to the Air Branch Operations Director (now ILWG/DO) via email with the following data: Pilot Name, Rank, CAPID, Email, and Squadron. This directive establishes a tracking process to ensure new pilots are not lost during onboarding. Upon completion of MTP and CAP Pilot onboarding tasks, ILWG/DO notifies the squadron that the pilot is released from Onboarding Pilot Tracking and cleared for normal flying operations.

A.2 Aviation Branch Directive 24-002 — Non-Qualified CAP Instructor Pilots (02 Aug 2024)

Only CAP Qualified Instructor Pilots are authorized to conduct training in CAP Aircraft. Non-CAP qualified FAA CFIs are not permitted to conduct training of pilots in CAP aircraft. This directive reinforces CAPR 70-1. Questions on instructor pilot rules and qualifications are routed to ILWG/DOV.

A.3 DO Memorandum — Weight and Balance and Mission 104 Forms (24 Aug 2024)

- Flight Release Officers shall not release flights unless the weight and balance for that flight is verified complete; W&B will be uploaded into WMIRS as soon as practicable.
- All line items of the Air Sortie Briefing and Form 104 must be completed. No item shall be left blank. If the item is “not applicable” then “N/A” will be entered.
- This standard ensures complete risk assessment is conducted prior to release of any flight, and that pilot, aircraft, and mission are fully legal and compliant with CAP Regulations.
- Questions are routed to ILWG/DO or ILWG/DOV.

A.4 DO Memorandum — Winter Air Operations Plan (FY24, 11 Dec 2024) — Superseded by A.5

Initial Winter Air Operations Plan covering the FY24 winter operations period. Established the Wing-wide framework for slow-period operations. Superseded by the FY25 Winter Air Operations Plan (A.5).

A.5 DO Memorandum — Winter Air Operations Plan (22 Nov 2025) — Current

The current ILWG Winter Air Operations Plan, in effect during periods of slow flight operations due to inclement weather. Core elements:

- Aircraft Utilization Plan: maximize proficiency flights, O-Flights, and Group SAR exercises; IFR pilots use IFR skills to hone IMC ability.
- High-time aircraft rotation: rotate high-time aircraft to airports with low utilization rates to meet NHQ 200-hour airframe target. ILWG Operations Staff continuously evaluates aircraft utilization with ILWG/AMO.
- Check Pilots and Instructor Pilots: maximum use of slow period to qualify pilots, focusing on instrument-rated.
- External Wing Mutual Aid: ILWG endeavors to help external wings when requested. Aircrew safety and ILWG readiness considered when assessing requests. External requests submitted via chain of command and approved by ILWG/CC.
- Aircraft Scheduling Priority on VFR days: (a) Live Operations, (b) Cadet O-Rides, (c) AFJROTC O-Rides, (d) SAR and Mission Training Sorties, (e) Flight Instruction, (f) A-12 AFAM Proficiency Flying, (g) C-12 Missions.
- Winter Safety Training: All pilots review annual cold weather flying briefing covering aircraft icing, hangar/ramp/taxiway/runway ice, snow piles obscuring view, frostbite during preflight, engine flooding, engine fire, and slipping/falling hazards.

A.6 ILWG/CC Memorandum — Mixture Leaning Interim Guidance (27 Oct 2025)

Background: Following premature cylinder damage on N883CP traced to extended high-CHT operation, ILWG/CC issued interim Wing-wide mixture leaning guidance until NHQ publishes replacement standards. Codified in §4.6 of this OI.

Key provisions:

- No lean of peak (LOP) operation in ILWG aircraft.
- CHT above 420 °F for periods exceeding 10 minutes is prohibited except where lower CHT would compromise safety of flight.
- DOV will reinforce compliance during instruction and check rides.

POC: Maj Gerald Wirth, ILWG/CD-ES. Signed copy on file ILWG/DO.

APPENDIX B — ILWG OPERATIONAL PLANS (CROSS-REFERENCE)

The following Wing Operations Plans are referenced in §7 and govern functional areas covered by this OI. Each Plan is authored by ILWG/DO with appropriate Program Manager coordination and signed by ILWG/CC.

B.1 IL Wing Ground Operations Plan

- Effective: April 2026 (signed 4 May 2026 by ILWG/CC)
- Program Manager: TSgt Tony Reyes (Asst DO, Group Operations)
- Safety Review: Lt Col Val M. Mertens (ILWG/SE) — Complete
- Scope: Establishes ILWG Ground Operations program structure, qualifications, mission types, and approval authority. Aligns with CAPR 70-1 and CAPR 60-3.

B.2 IL Wing sUAS Operations Plan

- Effective: 15 May 2026 (signed by ILWG/CC)
- Program Manager: Lt Col Ryan Szmajda (Asst DO, sUAS Operations)
- Safety Review: Lt Col Val M. Mertens (ILWG/SE) — Complete
- Scope: Establishes ILWG sUAS program structure, acquisition responsibility, qualification requirements, monthly hour tracking, and operational rules. Aligns with CAPR 70-4 and CAPS 74-1.

B.3 IL Wing Cadet Orientation Flight Operations Plan

- Effective: 29 May 2026 (signed by ILWG/CC)
- Program Manager: Capt Matt Thompson (Wing O-Flight Coordinator)
- Safety Review: Lt Col Val M. Mertens (ILWG/SE) — Complete
- Scope: Establishes ILWG Cadet O-Flight program structure, pilot requirements, scheduling priority, and funding standards. Aligns with CAPR 60-1 and CAP Cadet Programs guidance.

ANNEX D — ALERT RESPONSE STANDARD OPERATING PROCEDURE

D.1 Purpose

This annex establishes ILWG procedures for receiving, acknowledging, escalating, and standing up an operational response to a mission alert. It satisfies Group METL Task #1 — Respond to Alert Notification — and supports the Group Mission Statement:

> *"Upon notification by Wing, Region, or National Operations Center of an Emergency Services Operation, the Group will support the operation with one fully operational Incident Command Team, two aircrews, and four fully operational Ground Teams for 48 continuous hours."*

This annex applies to all alert categories: AFRCC SAR missions, CAP NOC taskings, state IEMA-driven Disaster Response missions, joint operations with sister agencies (NASA, FEMA Region V, USAF), inter-Wing mutual aid, and ILWG-internal training mission stand-ups.

D.2 Alert Categories and Originating Authorities

- C-Mission (AFRCC SAR) — Originator: AFRCC via CAP NOC — Acknowledge NLT 30 min / Resource ID NLT 2 hr.
- A-Mission (Training / Cadet Ops) — Originator: ILWG/DO or DOS — Acknowledge NLT 24 hr.
- B-Mission (USAF Auxiliary) — Originator: CAP-USAF Det 3 — Acknowledge NLT 4 hr.
- State / IEMA DR — Originator: Illinois Emergency Management Agency — Acknowledge NLT 1 hr / Resource ID NLT 4 hr.
- Joint (NASA / FEMA / Inter-agency) — Originator: GLR or external partner Wing — Acknowledge NLT 4 hr.
- Inter-Wing Mutual Aid — Originator: Sister Wing /DO — Acknowledge NLT 2 hr.
- Wing-Internal Training Alert — Originator: Group CC or ILWG/DO — NLT 72 hr advance.

For AFRCC missions involving sUAS, the Wing will contact NOC before AFRCC so NOC can work a "C" mission and prevent 1AF approval delay. For ELT-originated AFRCC missions, AFRCC requires three airborne ELT reports before mission activation; ILWG personnel will coordinate airborne confirmation before requesting AFRCC activation.

D.3 Alert Notification Officer (ANO)

The Alert Notification Officer is the single point of entry for ILWG when an external alert reaches the Wing.

- PRIMARY ANO: The ILWG Duty Incident Commander (Duty IC) rostered for the alert period. Duty IC roster is maintained by the DOS and published quarterly to Wing senior staff.
- BACKUP ANO: Lt Col Lawrence Hebda, ILWG/DOS. When the DOS is unavailable, the alternate is the ILWG/DO. When both are unavailable, the alternate is the ILWG/CD-ES.
- CONTINUITY: During published planned-absence windows of any primary, the DOS will publish written coverage to Wing senior staff before the absence begins, with effective dates and named backups.

The ANO's contact information is provided to AFRCC, NOC, CAP-USAF Det 3, IEMA, and the GLR DCS-Ops for inclusion in their alert rosters and is updated whenever the Duty IC rotation changes.

D.4 Alert Receipt Procedure

Upon receiving an alert, the ANO will execute the following sequence:

- STEP 1 — Acknowledge (NLT 15 min from receipt). Acknowledge receipt to originator by channel of origin. Record originator, time, mission number if assigned, mission type, geographic area, and any time-critical operational parameters.

- STEP 2 — Log (NLT 30 min). Open ILWG Alert Log entry. Capture STEP 1 data, ANO identity, timestamps. Alert Log is source-of-record for after-action and CI documentation.
- STEP 3 — Notify (NLT 30 min). Notify ILWG/CC, CD-ES, DO, DOS, and AMO simultaneously via standing Wing alert distribution. Subject line: ALERT — [Type] — [Mission#] — [Brief].
- STEP 4 — Assess (NLT 60 min). Provide initial assessment: resource requirements (aircraft, aircrew, ground teams, ICP location), funding posture, anticipated duration, constraints.
- STEP 5 — Stand Up (per response window in D.2). Coordinate with AMO to release aircraft, DOS for sortie funding, Group CCs for squadron-level stand-up, and Duty IC for ICP establishment.

D.5 Notification Cascade Responsibilities

- ILWG/CC: Decides Wing-level posture; may direct CD-ES to assume operational control.
- ILWG/CD-ES: Assumes operational command unless CC retains it; coordinates with Duty IC for ICP.
- ILWG/DO: Coordinates aircraft availability with AMO; aircrew with DOV and DOS; pre-authorizes FRO chain.
- ILWG/DOS: Activates ES mission staff; coordinates with Duty IC; opens WMIRS mission; assigns mission number if not provided by NOC.
- ILWG/AMO: Confirms FMC aircraft; identifies conflicts; releases aircraft to mission.
- Affected Group CCs: Alert affected Squadron Commanders; identify aircrew and Ground Team availability.
- Affected Squadron CCs: Alert affected members; confirm crew availability, equipment readiness (CAPF 116, CAPF 91 currency, ES quals); report back through Group.

D.6 Stand-Down and After-Action

- Mission terminates when AFRCC, NOC, or originating authority formally closes the mission.
- Upon closure, ANO records timestamp in Alert Log and notifies original cascade.
- Mission Incident Commander submits CAPF 122 after-action to DOS NLT 30 days after closure.
- DO and DOS review after-actions quarterly; lessons learned incorporated on next review cycle.

D.7 Training and Proficiency

- Annex D will be exercised in a Wing Senior Staff tabletop at least quarterly. The first tabletop after publication will occur NLT 3 June 2026 and will satisfy Group METL Task #4 — Conduct Mission Analysis — in the same evolution.
- Duty IC roster will be exercised at least once per quarter via no-notice phone test of primary and backup ANO.
- New ES officers, Group CCs, and Squadron CCs review this annex within 30 days of assumption of duties.

D.8 Records and Reporting

- Alert Log: Maintained by DOS. Source-of-record for CI audit. Retained 24 months.
- CAPF 122 After-Actions: Maintained by DOS. Retained 24 months.
- CAPF 104 / CAPF 116 / CAPF 91: Maintained per CAPR 70-1 and CAPR 60-3.

- WMIRS: All sortie data captured per OI 60-3 §4.2.

D.9 Contact Roster (Updated Quarterly)

- ILWG/CC — Col Alfredo R. Reynoso — areynoso@ilwg.cap.gov / (708) 717-9034
- ILWG/CD-ES — Maj Gerald Wirth — gwirth@ilwg.cap.gov / (815) 931-9062
- ILWG/DO — Lt Col Charles Springer — cspringer@ilwg.cap.gov / (618) 789-0344
- ILWG/DOS (Backup ANO) — Lt Col Lawrence Hebda — lhebda@ilwg.cap.gov / (630) 244-0769
- ILWG/AMO — 1Lt Pedro Cuerva — rcuerva@ilwg.cap.gov / (847) 331-8248
- ILWG Duty IC (Primary ANO) — As rostered — Published quarterly by DOS
- CAP NOC Duty Officer — opscenter@capnhq.gov / 888-211-1812
- AFRCC — 800-851-3051
- GLR DCS-Ops — Lt Col Bob Sobotka — rsobotka@kywg.cap.gov / (615) 500-3946
- IEMA Duty Operations — IEMA SEOC — As published

END OF DOCUMENT

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Final Audit Report 2026-06-13

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